



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1306.1
01

JAN 22 1999

NSHS BETHESDA INSTRUCTION 1306.1

From: Commanding Officer

Subj: ENLISTED PERSONNEL ASSIGNMENTS

Ref: (a) OPNAVINST 1000.16 Series

Encl: (1) Process Flow Chart

1. **Purpose and Scope.** To establish guidelines and procedures for assigning enlisted personnel within Naval School of Health Sciences, Bethesda, Maryland, as stated in reference (a).

2. **Application.** This instruction is applicable to NSHS Bethesda, Maryland enlisted personnel assigned to non-teaching/administrative/0000 billets.

3. **Background.** To provide a process of assigning enlisted personnel within NSHS Bethesda, Maryland. This process will result in a clear understanding of the assignment process and the optimal use of scarce resources beginning with the receipt of orders and ending with the departure of the member from the command.

4. **Policy and Procedures**

a. The Administrative Support Department receives orders and ensures the member is assigned a sponsor.

b. The CMC reviews vacancies, validate orders, and submits modifications if required.

c. The CMC makes tentative assignment based on current requirements.

d. The CMC assigns billet no later than 15 days of personnel reporting on board.

e. The Administrative Support Department notifies appropriate chain of command.

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f. The member reports onboard and sponsor escorts member to assigned Directorate. Sponsor will escort newly arrived member to Admin Support Department for In-processing and subsequently to department assigned.

5. **Responsibilities**

a. The CMC will:

(1) make all enlisted staff assignments throughout the command,

(2) provide Just In Time to CO/XO/Directors/Department Heads,

(3) provide a monthly status report of all enlisted assignments via e-mail to the CO/XO/Directors/Department Heads,

(4) ensure that all personnel understand the "Fair Share" rule as it pertains to enlisted assignments, and

(5) review Detailer role and the enlisted process of "no contact" relief.

b. Administrative Support Department will:

(1) endorse original orders,

(2) provide member with appropriate forms to complete (i.e. SPMS, check-in and if applicable Dependent Care Certificate and/or security brief check in), and

(3) obtain copy of transfer evaluation.

c. Manpower Management will:

(1) sign and/or stamp check in sheet given to member from the Administrative Support Department, and

(2) enter name and report date on personnel roster under directorate to which member is assigned.

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d. Directors will:

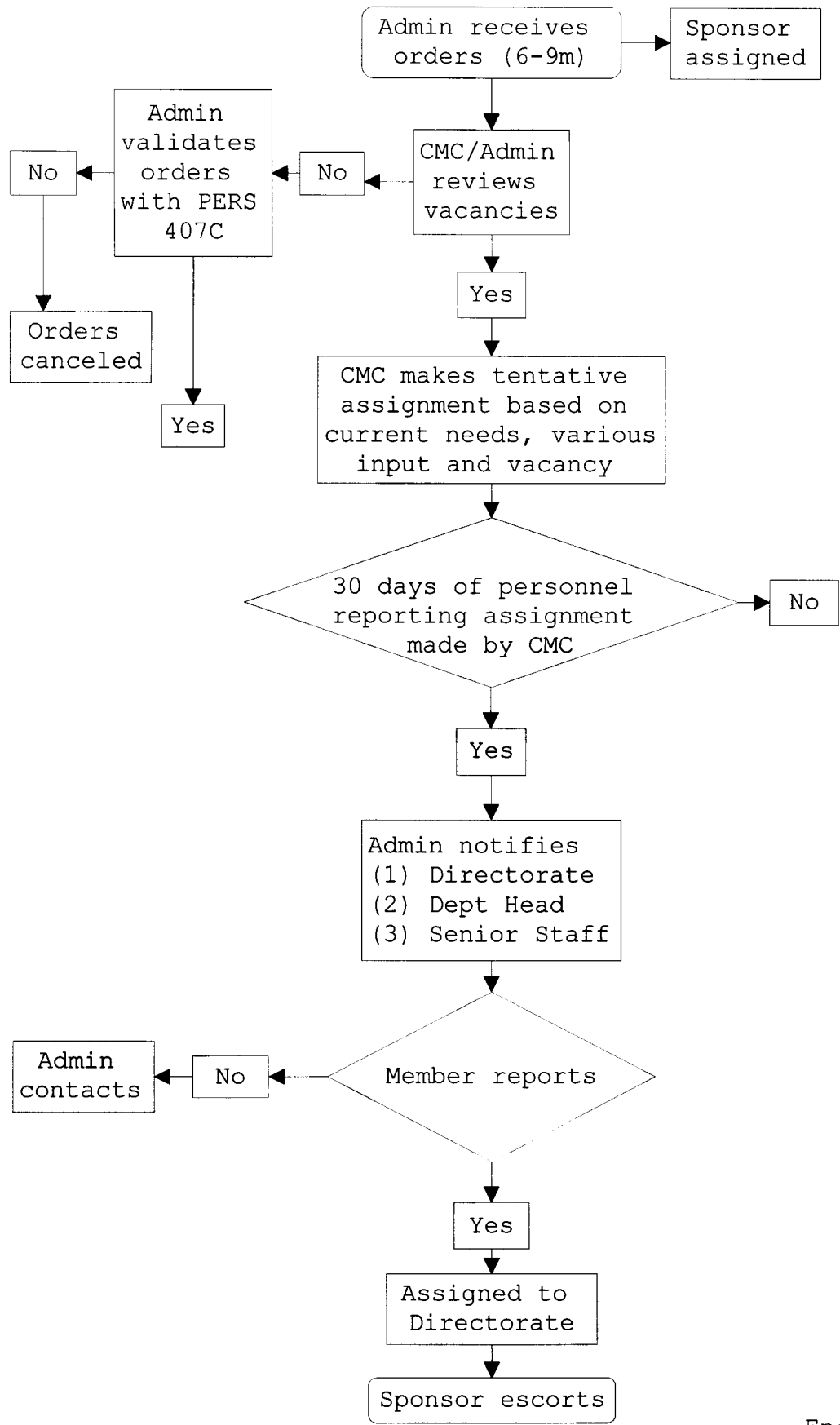
(1) forward to XO/CMC all billets identified as "critical" in their work areas.



D. A. WYNKOOP

Distribution:
List I

ENLISTED PERSONNEL ASSIGNMENTS FLOWCHART



Enclosure (1)